Steps to Administer Accuplacer Test Voucher

1. Web address is www.accuplacer.org

2. Click on Professionals/Administer Test

3. Instruct the Student to click on **Use Voucher**

4. Instruct Student to enter voucher number and last name as it appears on their voucher and their date of birth, click **Submit**

5. At this point Proctor must enter User Name and Password

6. Student Information screen will appear with all the students information populated from the import file.

7. Student reads and accepts student privacy policy, begins test.

User Name _____

Password   _____

CollegeBoard
inspiring minds™

www.collegeboard.com/accuplacer
info@accuplacer.org
866-607-5223